

How can I access the new Federal Depository Library Directory?

You can access the new Federal Depository Library Directory at: <http://catalog.gpo.gov/fdlpdir/login.jsp>

What is the username and password to log in?

The user name is the depository number. The password is the depository library's internal GPO password (the one used for your Amendment to Item Selections).

What should I do if I can't find my password?

Use the "Lost Password" feature on the login page, which allows the password to be emailed directly to the depository coordinator on file. If you are **not** the depository coordinator on file and you need to retrieve your FDLD password, please send a request via

[askGPO](#)

. Use the heading "Federal Depository Libraries," category "Catalog of U.S. Government Publications," subcategory "FDLD Password."

- **PLEASE NOTE:** Upon the release of the directory application, depository libraries will be able to update their own user login information, including the email address that works with the **Lost Password**

feature. If the depository coordinator information changes, you will need to update that information in both the

Edit FDLD Profile

and the

Edit User Information

sections of the FDLD.

Who can edit entries for a library?

The depository coordinator or staff whom the library administration has authorized to carry out depository functions requiring passwords, such as Amendments to Item Selections.

Can all fields be edited by the authorized library?

No, the authorized user can only edit specific fields. Fields the library can not edit appear grey, when in the editing mode.

What if I see an error while reviewing/editing my entry and the system will not allow for a change?

If you identify fields that need modification and the system does not allow you to modify, report these changes through [askGPO](#) . Use the heading "FDLP," category "Catalog of U.S. Government Publications," subcategory "FDLD Data Edit Request."

How should I edit my entry? Should I use abbreviations?

The [Editing Guidelines](#) specify the conventions to use in order to keep the entries consistent throughout the directory.

How often should libraries review their entries?

It is the responsibility of each library to keep their information up-to-date. Editing is easy, and your changes are made in real time. GPO recommends that you edit your directory information when any change that affects the directory entry occurs, i.e., a new library coordinator or director, address or phone number changes, etc.

Can the public see all of the information that is in my library entry?

No, only selected information about your library is available to the public through the new application and the "Locate in a Library" feature of the CGP. The publicly available information allows a patron to find your depository and contact you.

How do I send changes in my shipment address to GPO?

Submit shipment address changes via [askGPO](#) . Use the heading "FDLP," category "Depository Distribution," subcategory "Shipment Address Changes." Depository shipment addresses are maintained in a separate application. The FDLD contains only addresses for the physical location of the library and for mailings other than depository shipments.

How would I create a Bookmark/Favorite to the Public View of the FDLD?

To create a Bookmark/Favorite:

- Go to the [Public View site](#) and add it as a Bookmark/Favorite.
- Then go to your Bookmarks/Favorites, find and right click on the newly added Bookmark/Favorite.

- Choose Properties from the menu.
- Edit the Location/URL from <http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp> to <http://catalog.gpo.gov/fdlpdir/public.jsp>, and then click OK.
- This will bring you directly to the FDLD Public View, without going to the time-out page to click the public view link. This only applies to the Public View of the FDLD. Creating a Bookmark/Favorites to the [FDLP Login page of the FDLD](#) does not have this issue.

Why will the Bookmark/Favorite I created not bring me directly to the Public Views of the FDLD?

- The URL to the FDLD Public View < <http://catalog.gpo.gov/fdlpdir/public.jsp> > automatically redirects to a browser session-based URL < <http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp> > that reverts to a time-out page once the initial browser session is launched.
- This time-out page has links to both the FDLP Login page and the Public View. Clicking the "FDLP Public Page" link at the bottom right will bring you to the FDLD Public View.
- This only applies to the Public View of the FDLD.
- Creating a Bookmark/Favorites to the FDLP Login page of the FDLD < <http://catalog.gpo.gov/fdlpdir/login.jsp> > does not have this issue.

Where can I find information about the new Federal Depository Library Directory?

- The "Information Brief, Federal Depository Library Directory (FDLD)" dated November 2007, contains [general information](#) about the new Directory application.
- [Pre-Public Launch Instructions for Libraries](#) about editing the directory online
- *Editing Guidelines* contain [instructions on entering data into specific fields](#) of the new directory application in a standardized format. The *Guidelines* are available once you log into the new directory and are in the editing mode.
- An online [OPAL presentation](#) provides detailed information about the directory database and special features.

Whom do I contact if I have questions about this new directory?

If you have other questions about the directory, please use [askGPO](#) . Select the category “FDLP,” category “Catalog of U.S. Government Publications,” subcategory “Federal Depository Library Directory.”